

STATE OF MICHIGAN JUDICIAL DISTRICT JUDICIAL CIRCUIT COUNTY PROBATE	SUBPOENA Order to Appear and/or Produce	CASE NO.
Court address _____		Court telephone no. _____
Police Report No. (if applicable): _____		
Plaintiff(s)/Petitioner(s) ☐ People of the State of Michigan ☐ _____ _____ ☐ Civil ☐ Criminal	v	Defendant(s)/Respondent(s) _____ _____ Charge _____
☐ Probate In the matter of _____		

In the Name of the People of the State of Michigan. TO:

If you require special accommodations to use the court because of disabilities, please contact the court immediately to make arrangements.

YOU ARE ORDERED TO:

☐ 1. Appear personally at the time and place stated below: You may be required to appear from time to time and day to day until excused.		
☐ The court address above ☐ Other: _____		
Day	Date	Time
☐ 2. Testify at trial / examination / hearing.		
☐ 3. Produce/permit inspection or copying of the following items: _____ _____ _____		
☐ 4. Testify as to your assets, and bring with you the items listed in line 3 above.		
☐ 5. Testify at deposition.		
☐ 6. Abide by the attached prohibition against transferring or disposing of property. (MCL 600.6104(2), 600.6116, or 600.6119.)		
☐ 7. Other: _____		
☐ 8. Person requesting subpoena	Telephone no. _____	
Address _____		
City	State	Zip

NOTE: If requesting a debtor's examination under MCL 600.6110, or an injunction under item 6, this subpoena must be issued by a judge. For a debtor examination, the affidavit of debtor examination on the other side of this form must also be completed. Debtor's assets can also be discovered through MCR 2.305 without the need for an affidavit of debtor examination or issuance of this subpoena by a judge.

FAILURE TO OBEY THE COMMANDS OF THE SUBPOENA OR TO APPEAR AT THE STATED TIME AND PLACE MAY SUBJECT YOU TO PENALTY FOR CONTEMPT OF COURT.



Date _____ Judge/Clerk/Attorney _____ Bar no. _____

Court use only	
☐ Served	☐ Not served

SUBPOENA**PROOF OF SERVICE**

Case No. _____

TO PROCESS SERVER: You must make and file your return with the court clerk. If you are unable to complete service, you must return this original and all copies to the court clerk.

CERTIFICATE / AFFIDAVIT OF SERVICE / NONSERVICE☐ **OFFICER CERTIFICATE**

I certify that I am a sheriff, deputy sheriff, bailiff, appointed court officer, or attorney for a party [MCR 2.104(A)(2)], and that: (notarization not required)

OR☐ **AFFIDAVIT OF PROCESS SERVER**

Being first duly sworn, I state that I am a legally competent adult who is not a party or an officer of a corporate party, and that: (notarization required)

☐ I served a copy of the subpoena, together with _____ (including any required fees) by
Attachment

☐ personal service☐ registered or certified mail (copy of return receipt attached)

on:

Name(s)	Complete address(es) of service	Day, date, time

☐ I have personally attempted to serve the subpoena and required fees, if any, together with _____
on the following person(s) and have been unable to complete service. Attachment

Name(s)	Complete address(es) of service	Day, date, time

Service fee	Miles traveled	Fee	
\$		\$	
Incorrect address fee	Miles traveled	Fee	TOTAL FEE
\$		\$	\$

Signature _____

Name (type or print) _____

Title _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____

ACKNOWLEDGMENT OF SERVICE

I acknowledge that I have received service of the subpoena and required fees, if any, together with _____
Attachment

_____ on _____
Day, date, time

Signature _____ on behalf of _____.

AFFIDAVIT FOR JUDGMENT DEBTOR EXAMINATION

I request that the court issue a subpoena that orders the party named on this form to be examined under oath before a judge concerning the money or property of:
for the following reasons:

Signature _____

Subscribed and sworn to before me on _____, _____ County, Michigan.
Date

My commission expires: _____ Signature: _____
Date Deputy court clerk/Notary public

Notary public, State of Michigan, County of _____